

# Timesheet submission cover sheet

**IMPORTANT:** Please complete your cover sheet prior to coming into the office to submit your timesheets

TYPE OF WORK	NO OF HOURS	
<b>EDUCATION /ACCESS TO WORK</b>		
Access to Work Strategy Coach		
Administration work (must be authorised by Management) and/or PDR (please timesheet)		
Assistive Technology Training		
British Sign Language Interpreter		
Communication Support Worker		
Electronic Note-taker		
Exam support at DMU		
FE College Support (Leicester/Nottingham Confetti)		
Invigilation exam reader / scribe / prompter at Leicester College		
LSC care		
LSC care weekend rate		
1:1 Study Skills Tuition (no membership/NAS Qualification)		
Specialist ASD/SpLD Study Skills Tuition – Membership/Qualification		
Specialist ASD/Mental Health Mentoring		
Note-taking/Academic Support/Mobility support/Exam support at Regent College		
Study Assistant or support approved at £10 per hour (inc Regent College)		
Transcription work		
<b>OCN TRAINING</b>	<b>Hours</b>	<b>Value</b>
OCN Administration		£
Assessing/Internal Moderation		£
Course development		£
Training delivery		£
<b>SUMMARY</b>		
Total hours signed		
Total hours unsigned (the only unsigned hours that will be paid is if the support is remote)		
<b>Total hours to receive payment for</b>		
<b>EXPENSES CLAIM</b> (Expenses form must be included and signed off by line manager)		£

Non-attendance log Student Name	No Show Date and time	Reason – clear justification	No Show Date and time	Reason – clear justification

<b>Print Name:</b> ..... <b>Date:</b> ...../...../..... <b>Signature</b>
<b>Additional notes:</b>

## Timesheet Coversheet FAQ's

### Help When Completing your Paperwork

Please **complete your coversheet prior to coming into the office** to submit your timesheets. This is a timesaving strategy and makes the timesheets easier to check. If unsigned timesheets are received signed during the month, they will be in your folder and you will have been informed via email that they have been sent back.

**Procedure for unsigned timesheets** – timesheets that are submitted which are unsigned by students will not be processed for payment except in exceptional circumstances. The onus is on you to obtain a signature. Unsigned timesheets can be scanned and emailed to students, or posted as a last resort but keep in mind that these options are costly in time and resources. If you provide virtual support the above does not apply however it's important to indicate the session was virtual on your coversheet.

If you are asked to provide **Note-Taking and the typing up of the notes** for a student the typing time is half the time of the lecture e.g. a one-hour lecture / 30 minutes typing time or a two-hour lecture / 1 hour typing time

When you are referred a student, you will be **advised of the support type you are expected to provide**. If there is more than one type e.g. Note-Taking and Workshop Assistant, you need to complete a different timesheet for each support type. This is because the student will have been allocated a set number of hours for each support which the office will monitor.

Where possible, we prefer for timesheets not to be folded as the folds in the paper cause the photocopier to jam.

**Performance Development Review (PDR) timesheets**- please complete a paper timesheet and obtain an authorising signature from your reviewer during the PDR, submit as normal.

If you have a query regarding your **salary** please contact **line manager**.

#### Timesheet Submission Days 2017/18

October 20<sup>th</sup>  
November 17<sup>th</sup>  
December 15<sup>th</sup>  
January 19<sup>th</sup>  
February 16<sup>th</sup>  
March 16<sup>th</sup>  
April 20<sup>th</sup>  
May 18<sup>th</sup>  
June 15<sup>th</sup>  
July 20<sup>th</sup>  
August 17<sup>th</sup>  
September 14<sup>th</sup>

#### Timesheet Dos

- Fill in your timesheets accurately
- Contact the office if you're not sure about something
- Double check your figures before submission
- Complete timesheets in black ink
- Complete timesheets at the end of each session

#### Timesheet Don'ts

- Use your timesheet to make notes on
- Write all of your upcoming sessions on your timesheet